

**GENERAL INFORMATION**

**There is a non-refundable application fee payable to LESPFCU** when this application is submitted. A fully completed application will eliminate unnecessary delays.

Account #: \_\_\_\_\_

1. Applicant's Name: \_\_\_\_\_
2. Business Name: \_\_\_\_\_
3. Business Address: \_\_\_\_\_
4. Contact Person's Name: \_\_\_\_\_
5. Contact's Telephone Number: \_\_\_\_\_ Email : \_\_\_\_\_
6. Name of Bank Where Business has an Account: \_\_\_\_\_
7. Bank Branch Address: \_\_\_\_\_
8. Business Account Number: \_\_\_\_\_
9. Bank Officer's Name: \_\_\_\_\_

**OWNERSHIP AND MANAGEMENT**

1. Business Structure (*Check One*):

- Corporation                     
  Professional Corporation   
  Limited Liability Company (LLC)  
 Sub Chapter S Corporation   
  Partnership                     
  Sole Proprietorship

2. Ownership of Applicant's Company (*List all owners & stockholders with 20% or more of total ownership*):

Name	Social Security No.	Date of Birth	% Owned
a. _____	_____	_____	_____
b. _____	_____	_____	_____
c. _____	_____	_____	_____

3. Owners' Personal Financial Obligations

Owner Name	Monthly housing payment \$ (Rent/Mortgage & Maintenance)	Monthly gas, heating & electrical \$	Monthly loan & credit card payments Total \$
a. _____	_____	_____	_____
b. _____	_____	_____	_____
c. _____	_____	_____	_____

4. Key Management:

Name	Titles/Duties	Years w/ Company	Annual Comp.:		Life Insur. Amount
			Salary	Bonuses	
a. _____	_____	_____	\$ _____	\$ _____	\$ _____
b. _____	_____	_____	\$ _____	\$ _____	\$ _____
c. _____	_____	_____	\$ _____	\$ _____	\$ _____
d. _____	_____	_____	\$ _____	\$ _____	\$ _____

**COMPANY HISTORY/PROFILE**

- Month/year business was established: \_\_\_\_\_ / \_\_\_\_\_ Tax ID or EIN # \_\_\_\_\_
- Sales last year: \$ \_\_\_\_\_ Line of Business: \_\_\_\_\_
- Current Employees: Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_
- Jobs to be created (next two years): Full-time: \_\_\_\_\_ Part-time: \_\_\_\_\_

**EXISTING BUSINESS LOANS PAYABLE**

Creditor/ Account #	Original Amount\$	Loan Date month/year	Term	Payment \$	Interest Rate %	Outstanding Balance \$	Collateral
_____	_____	_____/____	_____	_____	_____	_____	_____
_____	_____	_____/____	_____	_____	_____	_____	_____
_____	_____	_____/____	_____	_____	_____	_____	_____

**DESCRIPTION OF PROPOSED FINANCING**

**Loan request** *(please itemize)*

Real Estate Acquisition:	\$ _____	Working Capital:	\$ _____
Building Renovations:	\$ _____	Other (describe):	\$ _____
Leasehold Improvements:	\$ _____	Total Project Costs:	\$ _____
Machinery & Equipment:	\$ _____	- Owners' Equity:	\$ _____
Inventory:	\$ _____	<b>Total Loan Request:</b>	\$ _____

*(Total Loan Request = Total Project Costs minus Owners Equity)*

**SUPPORT INFORMATION & STATEMENTS REQUIRED**

Please submit this application with the additional information requested.

1. Current (within 90 days) and previous three years' business financial statements and/or federal tax returns.
2. If the business is **less than two years old**, submit projected income statement for two years following receipt of the loan and a projected monthly cash flow statement for one year after the loan. *(Assistance for this item is available)*
3. Personal financial statements, completed and signed, for all owners with 20% or more ownership of the business. *(Please use enclosed form)*
4. Personal federal income tax returns for the past two years, from all owners with 20% or more ownership of the business.
5. For all equipment purchases and/or minor building renovations, provide contractors estimates, suppliers price quotations and purchase orders.
6. If you are planning to purchase real estate, please submit a complete copy of the Agreement of Sale. If you own the property to be renovated, submit a copy of the deed.
7. If you are planning to renovate commercial real estate, please submit preliminary plans and specifications for new construction or renovation and cost estimates prepared by a qualified, independent third party (General Contractor or Architect)
8. If you currently rent your current location, submit a copy of the lease.
9. Explain how the loan will affect your business goals regarding production, sales, profits, jobs created, etc.
10. List all business and personal collateral available to secure this loan. *(Please use enclosed form)*
11. Include any additional information that will assist LESPFCU in considering your application.

I/We authorize the LESPFCU to investigate my/our personal and business financial credit history as necessary to process a loan application. The undersigned authorize any person or consumer-reporting agency to give you any information it may have on the undersigned. Each of the undersigned authorizes you to answer questions about your credit experience with the undersigned. THE UNDERSIGNED, in applying for financial assistance from LESPFCU, recognizes that prior to receiving any financial assistance he or she will agree to comply with all federal, state and local laws and regulations to the extent that such are applicable.

\_\_\_\_\_  
Name of Business

\_\_\_\_\_  
Signature/Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature/Title

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**EQUAL CREDIT OPPORTUNITY ACT**

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The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided that the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The Federal agency that administrates compliance with this law concerning this creditor is The National Credit Union Administration 1775 Duke Street Alexandria, VA 22314.